

**Los Angeles County Municipal Storm Water Permit (Order 01-182)**  
**Individual Annual Report Form**  
**Attachment U-4**

This form summarizes the requirements in Order No. 01-182. Each Permittee must complete this form in its entirety, except for those requirements applicable only to the Principal Permittee. Only report activities that were performed during the previous fiscal year. Upon completion, this form shall be submitted to the Principal Permittee, by the date specified by the Principal Permittee, for inclusion in the unified Annual Storm Water Program Report. Attachments should be included where necessary to provide sufficient information on program implementation.

The goals of this Report are to: 1) concisely document implementation of the Storm Water Quality Management Program (SQMP) during the past fiscal year; 2) evaluate program results for continuous improvement; 3) to determine compliance with Order 01-182; and 4) to share this information with other Permittees, municipal decision makers, and the public.

<b>!</b>	YOU MUST FILL OUT ALL THE INFORMATION REQUESTED <i>Do not leave any of the sections blank.</i>
<b>N/A</b>	If the question does not apply to your municipality, please indicate N/A in the space provided and provide a brief explanation
<b>U</b>	If the information requested is currently unavailable, please indicate U in the space provided and give a brief explanation.

This Report Form consists of the following sections:

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**Reporting Year 2008- 2009**

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**I. Program Management**

- A. Permittee Name: City of Burbank
- B. Permittee Program Supervisor: Bonnie Teaford  
 Title: **Public Works Director**  
 Address: **150 N. Third St. 3<sup>rd</sup> Floor**  
 City: **Burbank** Zip Code: **91502**  
 Phone: **(818) 238-3915** Fax: **(818) 238-3918**
- C. In the space below, briefly describe how the storm water program is coordinated within your agency's departments and divisions. Include a description of any problems with coordination between departments. To facilitate this, complete the Table 1.

**The storm water program is administered by the Public Works Director in the Public Works Department with the assistance of several Public Works Divisions (Administration, Recycle Center, Water Reclamation & Sewer, Street & Sanitation) and other City Departments including the Community Development Department; Parks, Recreation, & Community Services; Police Department; and Fire Department.**

**The following table shows how each department is involved in the implementation of the City's municipal storm water permit.**

**TABLE 1 - Program Management**

<b>Storm Water Management Activity</b>	<b>Division/Department</b>	<b># of Individuals Responsible for Implementing</b>
1. Outreach & Education	<b>Public Works</b>	<b>59</b>
	<b>Community Development</b>	<b>25</b>
2. Industrial/Commercial Inspections	<b>Public Works</b>	<b>8</b>
3. Construction Permits/Inspections	<b>Community Development</b>	<b>17</b>
	<b>Public Works</b>	<b>9</b>
4. IC/ID Inspections	<b>Community Development</b>	<b>9</b>
	<b>Public Works</b>	<b>58</b>
	<b>Police Department</b>	<b>139</b>
	<b>Fire Department</b>	<b>4</b>
5. Street sweeping	<b>Public Works</b>	<b>6</b>
6. Catch Basin Cleaning	<b>Public Works</b>	<b>6</b>
7. Spill Response	<b>Public Works</b>	<b>15</b>
	<b>Fire Department</b>	<b>4</b>
8. Development Planning (project/SUSMP review and approval)	<b>Community Development</b>	<b>8</b>
9. Trash Collection	<b>Public Works</b>	<b>36</b>

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D. Staff and Training

Attach a summary of staff training over the last fiscal year. This shall include the staff name, department, type of training, and date of training.

**(See Attachment #1 – Staff Stormwater Training 2009)**

E. Budget Summary

1. Does your municipality have a storm water utility? Yes ☐ No ☒

If no, describe the funding source(s) used to implement the requirements of Order No. 01-182.

**General Fund**  
**Water Reclamation & Sewer Fund**  
**Refuse Collection & Disposal Fund**

2. Are the existing financial resources sufficient to accomplish all required activities? Yes ☒ No ☐

3. Complete Table 2 to the extent that accurate information is available (indicate U in the spaces where the information is unavailable), and report any supplemental dedicated budgets for the same categories on the lines below the table.

4. List any additional state/federally funded projects related to storm water.

**Used Oil Recycle Program – annual grant funds from the California Integrated Waste Management Board**

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**TABLE 2**

<b>Program Element</b>	<b>Expenditures in Fiscal Year 2008-2009</b>	<b>Estimated Amount Needed to implement Order 01-182</b>
1. Program management a. Administrative costs b. Capital costs	<b>\$236,774</b>	<b>\$236,774</b>
2. Public Information and Participation a. Public Outreach/Education b. Employee Training c. Corporate Outreach d. Business Assistance	<b>\$155,758</b>	<b>\$155,758</b>
3. Industrial/Commercial inspection/ site visit activities	<b>\$77,916</b>	<b>\$77,916</b>
4. Development Planning	<b>\$55,708</b>	<b>\$55,708</b>
5. Development Construction a. Construction inspections	<b>\$48,123</b>	<b>\$48,123</b>
6. Public Agency Activities a. Maintenance of structural and treatment control BMPs b. Municipal street sweeping c. Catch basin cleaning d. Trash collection/recycling e. Capital costs f. Other	<b>\$1,866,602</b>	<b>\$1,866,602</b>
7. IC/ID Program a. Operations and Maintenance b. Capitol Costs	<b>\$98,382</b>	<b>\$98,382</b>
8. Monitoring	<b>\$220,043</b>	<b>\$220,043</b>
9. Other	<b>\$560,235</b>	<b>\$560,235</b>
10. TOTAL	<b>\$3,319,572</b>	<b>\$3,319,572</b>

List any supplemental dedicated budgets for the above categories:

**None**

List any activities that have been contracted out to consultants/other agencies:

**United Water Service – Industrial/Commercial Inspection/Site Visit Activities, IC/ID Program**  
**CAM + Mariposa – Maintenance & litter removal for Burbank Village, Magnolia Park, Regional**  
**Intermodal Transportation Center**  
**Columbia Analytical – Laboratory work for City facilities**  
**Little Prince Productions – Artwork & brochures for public information/participation materials**

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**II. Receiving Water Limitations (Part 2)**

- A. Are you aware, or have you been notified, of any discharges from your MS4 that cause or contribute to a condition of nuisance or to the violation of any applicable water quality standards? Yes ☐ No ☒
- B. Has the Regional Board notified you that discharges from your MS4 are causing or contributing to an exceedance of water quality standards? Yes ☐ No ☒
- C. If you answered Yes to either of the above questions, you must attach a Receiving Water Limitations (RWL) Compliance Report. The Report must include the following:
1. A description of the pollutants that are in exceedance and an analysis of possible sources;
  2. A plan to comply with the RWL (Permit, Part 2);
  3. Changes to the SQMP to eliminate water quality exceedances;
  4. Enhanced monitoring to demonstrate compliance; and
  5. Results of implementation.

**III. SQMP Implementation (Part 3)**

- A. Has your agency implemented the SQMP and any additional controls necessary to reduce the discharges of pollutants in storm water to the maximum extent practicable? Yes ☒ No ☐
- B. If your agency has implemented additional or different controls than described in the countywide SQMP, has your agency developed a local SQMP that reflects the conditions in its jurisdiction and specifies activities being implemented under the appropriate elements described in the countywide SQMP? **Not applicable.** Yes ☐ No ☐
- C. Describe the status of developing a local SQMP in the box below.

**Not applicable.**

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- D. If applicable, describe an additional BMP, in addition to those in the countywide SQMP, that your city has implemented to reduce pollutants in storm water to the maximum extent practicable.

**Installation of 250 catch basin inserts into City owned catch basins.  
Purchased and utilize containment booms for Sanitary Sewer Overflows to prevent sewage to the MS4.**

E. Watershed Management Committees (WMCs)

1. Which WMC are you in? **Los Angeles River Watershed**
2. Who is your designated representative to the WMC? **Daniel Rynn, Principal Civil Engineer – Wastewater Systems**
3. How many WMC meetings did you participate in last year? **4 mandatory quarterly meetings; also attended additional voluntary meetings.**
4. Describe specific improvements to your storm water management program as a result of WMC meetings.

**The Watershed Management Committee provides an opportunity for permittees to share ideas and strategies for implementing the permit. The City has joined a consultant cost sharing agreement that will provide the participating permittees with needed technical data on TMDL development. The City also meets with other Cities in the watershed to develop implementation strategies to efficiently meet the objectives of the permit.**

5. Attach any comments or suggestions regarding your WMC.

F. Storm Water Ordinance

1. Have you adopted a storm water and urban runoff ordinance to enforce all requirements of Order 01-182? Yes ☒ No ☐  
If not, describe the status of adopting such an ordinance.

**Not applicable.**

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2. If yes, have you already submitted a copy of the ordinance to the Regional Board? Yes ☒ No ☐  
If not, please attach a copy to this Report.
3. Were any amendments made to your storm water ordinance during the last fiscal year? Yes ☐ No ☒  
If yes, attach a copy of amendments to this Report.

**G. Discharge Prohibitions**

1. List any non-storm water discharges you feel should be further regulated:

**None.**

2. List any non-storm water discharges you feel should be exempt, and provide an explanation for each:

- **Flushing of reclaimed water lines – Currently, flushing of reclaimed water lines is not an allowable discharge, although the flushing of potable water lines is allowed. Additionally, reclaimed water discharged in the form of irrigation runoff is allowed. In order to ensure that the reclaimed water system infrastructure is maintained flushing is required. Since this type of discharge is unlikely to have an adverse effect on the environment it should be exempt.**
  - **Fire sprinkler system flushing – Fire sprinkler systems are supplied by the potable water system. Fire sprinkler systems are required because they are critical to the protection of people and property. In order to properly maintain these systems they must be periodically flushed. The discharge from these systems should not be different from the discharge generated by flushing potable water lines, and therefore should be exempt.**
  - **Building washing with potable water and/or reclaimed water – Building washing is performed to maintain the appearance of a building or prepare it for painting. The material removed during building washing is typically air deposited, and therefore naturally occurring. If this material were not removed from the building by washing, it would still be discharged to the MS4 during a rainfall.**
- Draining of hot water heaters – Hot water heaters contain potable water and routine draining/cleaning is recommended or replacement upon failure of the unit both require potable water discharges similar to flushing potable water lines and therefore, should be exempt.**

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In addition to answering the following questions, attach a summary of all storm water education activities that your agency conducted or participated in last year.  
**(See Attachment #2 – Stormwater Activities & Outreach)**

**1. No Dumping Message**

a) How many storm drain inlets does your agency own? **413**

b) How many storm drain inlets were marked with a no dumping message in the last fiscal year? **413**

c) What is the total number of storm drain inlets that are legibly marked with a no dumping message? **413**

If this number is less than the number in question 1.b, describe why all inlets have not been marked, the process used to implement this requirement, and the expected completion date.

**Not applicable.**

d) How many public access points to creeks, channels, and other water bodies within your jurisdiction have been posted with no dumping signage in the past year? **0**

Describe your agency's status of implementing this requirement by the date required in Order No. 01-182.

**All County access points are marked with no dumping signage.**



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2. Reporting Hotline

- a) Has your agency established its own hotline for reporting and for general storm water management information? **The City is using the countywide storm water reporting hotline (888-CLEAN LA). The City has published the countywide line in the government pages of the Pac Bell White Pages.** Yes ☐ No ☒
- b) If so, what is the number? **Not applicable.**
- c) Is this information listed in the government pages of the telephone book? **Not applicable.** Yes ☐ No ☒
- d) If no, is your agency coordinated with the countywide hotline? Yes ☒ No ☐
- e) Do you keep record of the number of calls received and how they were responded to? **N/A** Yes ☐ No ☐
- f) How many calls were received in the last fiscal year? **N/A**
- g) Describe the process used to respond to hotline calls.  

**Not applicable.**
- h) Have you provided the Principal Permittee with your current reporting contact information? Yes ☒ No ☐
- i) Have you compiled a list of the general public reporting contacts for all Permittees and posted it on the [www.888CleanLA.com](http://www.888CleanLA.com) web site (*Principal Permittee only*)? **Not applicable.** Yes ☐ No ☐  
If not, when is this scheduled to occur? **N/A**

3. Outreach and Education

- a) Describe the strategy developed to provide outreach and bilingual materials to target ethnic communities. Include an explanation of why each community was chosen as a target, how program effectiveness will be determined, and status of implementation. (*Principal Permittee only*)

**Not applicable.**

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- b) Did the Principal Permittee organize quarterly Public Outreach Strategy meetings that you were aware of? Yes ☒ No ☐
- How many Public Outreach Strategy meetings did your agency participate in last year? **4**
- Explain why your agency did not attend any or all of the organized meetings.

**Not applicable.**

Identify specific improvements to your storm water education program as a result of these meetings:

**The meetings provided an opportunity to receive updates on Los Angeles County's public education program and to obtain new ideas for outreach programs. The County made various outreach material available to the permittees including PSAs, flyers, posters, brochures, etc.**

List suggestions to increase the usefulness of quarterly meetings:

**None.**

If quarterly Public Outreach Strategy meetings were not organized, explain why not and when this requirement will be implemented (*Principal Permittee only*).

**Not applicable.**

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- c) Approximately how many impressions were made last year on the general public about storm water quality via print, local TV, local radio, or other media? **258,000**
- d) Describe efforts your agency made to educate local schools on storm water pollution.

The storm water exhibit is shown to all Burbank Recycle Center (BRC) visitors – mainly teachers, students, classes, service learning students, community service students, scouts and other groups that visit the BRC. Literature about littering in the streets, beaches and elsewhere is distributed to visitors (debris, cigarette butts, over-watering causing pesticides to wash down storm drains, sweeping materials into the streets, curbing your dog, changing oil, etc.) and the issues are discussed with visiting classrooms and residents at citywide fairs and events. BRC staff has emphasized the use of reusable bags (rather than plastic bags) to children and adults, in support of keeping plastics out of storm drains and waterways. Approximately 5,200 adults and children visited the BRC annually. People also came to citywide events/fairs where storm drain/anti-littering/used oil recycling information, exhibit, postcards, posters or other media were available to send out the storm drain message. Most of the children who visited or were visited by the BRC saw “Synthetic Seas”, the Algalita Foundation film and/or a TV news segment about how plastics that have worked their way into the ocean (frequently via storm drains) harm marine life.

- e) Did you provide all schools within each school district in Los Angeles County with materials necessary to educate a minimum of 50 percent of all school children (K-12) every 2 years on storm water pollution (*Principal Permittee only*)?

**Not Applicable.**

Yes ☐ No ☐

If not, explain why.

**Not applicable.**

- f) Describe the strategy developed to measure the effectiveness of in-school educational programs, including assessing students' knowledge of storm water pollution problems and solutions before and after educational efforts (*Principal Permittee only*).

**Not applicable.**

For Permit Years 2-6, attach an assessment of the effectiveness of in-school storm water education programs.

- g) What is the behavioral change target that was developed based on sociological data and other studies (*Principal Permittee only*)?

**Not applicable.**

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If no target has been developed, explain why and describe the status of developing a target.

**Not applicable.**

What is the status of meeting the target by the end of Year 6?

**Not applicable.**

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4. Pollutant-Specific Outreach

- a) Attach a description of each watershed-specific outreach program that your agency developed (*Principal Permittee only*). All pollutants listed in Table 1 (Section B.1.d.) must be included. **Not applicable.**
- b) Did your agency cooperate with the Principal Permittee to develop specific outreach programs to target pollutants in your area? Yes ☒ No ☐
- c) Did your agency help distribute pollutant-specific materials in your city? Yes ☒ No ☐
- d) Describe how your agency has made outreach material available to the general public, schools, community groups, contractors and developers, etc...

**BRC staff attended over 24 outreach events. They include: Community Development Department's Connect with the Community evening events, National Night Out, Earth Day Fair, Water and Power's Energy Fair, Leadership Burbank, Neighborhood Leadership, Police/Fire Day, Take Your Child to Work Day and more.**

**Visitors and attendees are given information on ocean plastics, litter, and LA County SAFE Collection Centers. Reusable shopping bags and shirts (made out of recycled PET—soda/water bottles) are given as prizes at these events/class visits. Each year City staff distributes approximately 500 oil drain buckets and includes a flyer for the LA County Safe Collection Centers.**

**Please see the list below for additional activities.**

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- The “Storm Drain Exhibit” is still the Burbank Recycle Center’s most valuable storm water, proper oil disposal, and anti-litter educational tool. The display replicates Burbank landmarks, miniature residents, dogs, cars, etc. to make clear what residents need to do to keep watersheds clean. The Storm Drain Exhibit shows why, where, when and how pollution of our waterways takes place. In the exhibit, water from a bathroom, kitchen and laundry room travels through pipes to a treatment plant; while water flowing through the storm drain goes to the ocean without being treated. The Storm Drain Exhibit is demonstrated to all Burbank Recycle Center (BRC) visitors during events such as the City’s, “Take Your Child to Work Day.”
- A series of eight brochures entitled *Storm Water Best Management Practices for Pollution Prevention* is available for BRC visitors, classes, contractors, retailers and for local events. Throughout the year, brochures are available at the Burbank Public Works Department’s public counters and at the BRC counter. The BMP for *Home Repair & Remodel* probably receives the most attention. The BMP for contractors is distributed at contractor pre-construction meetings.
- The *Public Works Newsletter* was mailed to 53,000 Burbank residential and business addresses. It includes information about plastic bag litter.
- Oil recycling information is included in all materials about the BRC. During the City’s annual Public Works Week, BRC staff takes 40 to 60 children through all Public Works facilities. This tour includes a stop at the Burbank Landfill where the students receive litter and waste reduction education.
- Recycle Center staff shows the Algalita Foundation film, “Synthetic Seas” to student and teacher training classes, the service learning kids and older classrooms (fifth grade and above) that visit during the year and discusses the issue of marine pollution with the students.
- City of Burbank Cable Station TV 6 aired the following programs to an estimated audience of 35,000: Calendar listing of the annual LA County Household Hazardous Waste Roundup; “Zero Waste Workshop” (1 hr. waste reduction introduction) – played 56 times; “Drought Tolerant Landscape” produced by EcoBurbank (addresses reducing chemicals and capturing storm water) – played 100 times; “Synthetic Seas” by the Algalita Foundation (addresses ocean plastics) – played 200 times “Day Without a Bag”, a PSA with local residents pledging to carry a durable shopping bags – played 200 times.

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5. Businesses Program

- a) Briefly describe the Corporate Outreach Program that has been developed to target gas stations and restaurant chains (*Principal Permittee only*).

**Not applicable.**

- b) How many corporate managers did your agency (*Principal Permittee only*) reach last year? **Not applicable.**
- c) What is the total number of corporations to be reached through this program (*Principal Permittee only*)? **Not applicable.**

- d) Is your agency meeting the requirement of reaching all gas station and restaurant corporations once every two years (*Principal Permittee only*)? **Not applicable.** Yes ☐ No ☐  
If not, describe measures that will be taken to fully implement this requirement.

**Not applicable.**

- e) Has your agency developed and/or implemented a Business Assistance Program? Yes ☒ No ☐  
If so, briefly describe your agency's program, including the number of businesses assisted, the type of assistance, and an assessment of the program's effectiveness.

**The City of Burbank makes its BMP brochures available to businesses. They are available at the BRC counter and at citywide events. Outreach materials are provided to businesses to educate and prevent potential illicit discharges. Education is a major part the City enforcement approach to storm water pollution prevention. Burbank Public Works provided 3 Waste reduction workshops for local restaurants including BMPs for Fats, Oils and Grease.**

6. Did you encourage local radio stations and newspapers to use public service announcements? Yes ☒ No ☐  
How many media outlets were contacted? **2**  
Which newspapers or radio stations ran them? **Burbank Leader and government access Burbank's Channel 6.**

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- Calendar items and articles about household hazardous waste (HHW) collections were sent to the local *Burbank Leader* newspaper about the Los Angeles County HHW roundups.
- The Burbank Leader was contacted and ran stories on “Day Without a Bag”, “Zero Waste” and “Zero Waste for Restaurants”
- Information about recycling oil, reducing plastic bag consumption and littering was provided at City events, BRC, Public Works and other counters.
- Public Works newsletter was mailed to 53,000 Burbank addresses (businesses, residents and others) with messages addressing proper Universal Waste recycling, littering, plastic bag reduction, storm drain protection.
- City of Burbank, cable channel TV 6 broadcasts HHW roundup dates and PSAs addressing hazardous materials.

Who was the audience?

The audience for Burbank storm water awareness includes: Burbank residents, the general public, City businesses, those who change their own oil and visitors to the BRC, including other cities' recycling coordinators, representatives from other countries, students, teachers, administrators, City employees. TV Channel 6 estimates its audience to be approximately 35,000 viewers.

7. Did you supplement the County's media purchase by funding additional media buys? Yes ☒ No ☐
- Estimated dollar value/in-kind contribution: **\$9,000 / \$100,000 (in-kind)**
- Type of media purchased: **Print ads, in-kind production and 110 hours of play on TV 6. The City also contributed \$12,000 to fund additional County media buys.**
- Frequency of the buys: **See answer to # 6**
- Did another agency help with the purchase? Yes ☐ No ☒
8. Did you work with local business, the County, or other Permittees to place non-traditional advertising? Yes ☒ No ☐
- If so, describe the type of advertising.



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**Non-traditional advertising included participation in "A Day Without a Bag" to increase plastic bag consumption and litter awareness; participation in the Leadership Burbank and Neighborhood Leadership programs, both community-based leadership trainings for local residents and business personnel. Burbank Public Works also developed the Burbank Green Alliance workshops and offering businesses with resources to increase environmental performance.**

9. Did you establish local community partnerships to distribute educational storm water pollution prevention material?

Yes ☒ No ☐

Describe the materials that were distributed:

- **The BRC attends all Community Development Dept. Connect with the Community events (about ten per year) with recycling, anti-litter and storm drain information.**
- **Public Works Newsletter sent to 53,000 Burbank addresses included information on plastic bag litter and hazardous waste roundups.**
- **Utility bill insert regarding recycling used oil and HHW events was sent to all Burbank addresses.**
- **Ads published in the Park & Recreation's *Recreation Guide* promoting storm water awareness.**

Who were the key partners? **Burbank Green Alliance, Burbank Neighborhood Leadership Program; Community Development Department; Park, Recreation & Community Services Dept.**

Who was the audience (businesses, schools, etc.)?

**Storm water outreach is provided to local elementary, middle and high school classes; Scout troops; foreign visiting officials; neighboring city officials; State recycling staff; local teacher workshops; film makers; local service clubs; senior tours; and Leadership Burbank participants (community leadership program). Furthermore, BRC staff trains service-learning students from the two Burbank high schools, along with additional youth through the City's student worker programs, and various other community service youth and volunteers.**

10. Did you participate in or publicize workshops or community events to discuss storm water pollution?  
 How many events did you attend? **24**

Yes ☒ No ☐

11. Does your agency have a website that provides storm water pollution prevention information?

Yes ☒ No ☐

If so, what is the address? **The City's website provides a link to Los Angeles County's 888CleanLA website. The City's website also provides SUSMP information for contractors.**

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12. Has awareness increased in your community regarding storm water pollution? Yes ☒ No ☐  
Do you feel that behaviors have changed? Yes ☒ No ☐  
Explain the basis for your answers. Include a description of any evaluation methods that are used to determine the effectiveness of your agency's outreach.

**While the City has not conducted any formal evaluation, staff's opinion is that people are more aware of the need to recycle and properly dispose of universal wastes, hazardous materials, and understand the impacts of litter. Some of the evidence for this opinion includes:**

- Requests for oil drain pans and HHW recycling information.
- Approximately 30% of Recycle Center callers ask about where they can recycle hazardous materials.
- Continued and increased participation in the City's HHW program.
- Increase in requests to visit the BRC

**More environmental messages coming from common circulation magazines, television, internet and films such as Happy Feet, Nemo and Wall-E, more college graduates with environmental studies, more policies and landfill bans, more conferences on "green" branding, more negative climate and ocean reports.**

13. How would you modify the storm water public education program to improve it on the City or County level?

**Increase public awareness of Product Stewardship and the upstream responsibilities that businesses can play in reducing persistent plastic litter, hazardous products, cradle to cradle design and take back programs. Increase the responsibilities of homeowner's and commercial property owner's to reduce runoff and reduce landscape chemical use. The County does a good job publicizing the storm water program, showing pollution at the beach from storm drains, river and ocean cleanup projects, the work of *Heal the Bay*, stories about catch basin inserts, painting of storm drain signs on curbs, etc. The more of this material that is available, the easier it is for cities to get across storm drain protection ideas. We appreciate the County's HHW roundups and education and the availability of the SAFE collection centers (which are owned by the City of LA but supported by the County) which in turn is supported by all 89 cities in the County. They are a most welcome addition to proper disposal of HHW. *Keep America Beautiful* also has some practical brochures on littering. The plastic bag restrictions are gaining momentum and should help curb some of the storm-drain littering. The Burbank Recycle Center is one of only a few public educational facilities in the County and receives many requests for tours that cannot be accommodated. It would be worth exploring how more educational facilities could be built in the County. TreePeople's storm water education facility is a good example.**

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**B. Industrial/Commercial Facilities Program**

**1. Critical Source Inventory Database**

Did you (individually or jointly) update the Database for Critical Sources Inventory?

Yes ☒ No ☐

Comments/Explanation/Conclusion:

**The City's Industrial Source Reduction and Control Program (ISRCP) database has been modified to improve identification and regulation of critical sources. The database is updated daily; whenever business licenses are received or when facility inspections are completed. In addition, the database tracks the name of the facility, designated signatory, critical source classification, SIC Codes, and enforcement actions that have been applied.**

**2. Inspection Program**

Provide the reporting data as suggested in the following tables.

Category	Initial Number of Facilities at the start of cycle proposed for inspection by categories (after the initial year, the updated number based on the new data)	Number of facilities inspected in the current reporting year	% Completed at the time of this report for present cycle (from the initial value, and from the updated value after first cycle)	Total number since permit adoption
<b>Restaurants</b>	<b>330</b>	<b>330</b>	<b>100%</b>	<b>1704</b>
<b>Automotive Service Facilities</b>	<b>173</b>	<b>173</b>	<b>100%</b>	<b>893</b>
<b>RGO</b>	<b>23</b>	<b>23</b>	<b>100%</b>	<b>113</b>
<b>Auto Dealerships</b>	<b>21</b>	<b>21</b>	<b>100%</b>	<b>95</b>
<b>EPA Phase 1</b>	<b>108</b>	<b>108</b>	<b>100%</b>	<b>449</b>
<b>SIUs</b>	<b>12</b>	<b>12</b>	<b>100%</b>	<b>65</b>
<b>FC-Ws</b>	<b>51</b>	<b>51</b>	<b>100%</b>	<b>225</b>

Comments/Explanation/Conclusion:

**Most facilities are inspected at a minimum of once per year. Storm Water BMPs and ID/IC status are evaluated during routine inspections. All facilities are assigned a priority based on their potential to adversely affect the storm water conveyance system and the sanitary sewer system. The database is updated on a daily basis.**

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**3. BMPs Implementation**

Provide the reporting data as suggested in the following table.

Category	Number of facilities inspected by category in this reporting year	Number of facilities identified as adequately implementing BMPs as specified in this reporting year	% adequately implementing out of total in this reporting year	Number of facilities required to implement or upgrade in this reporting year	Number of facilities inspected by category in this reporting cycle	Number of facilities identified as adequately implementing BMPs as specified in this reporting cycle	% adequately implementing out of total in this reporting cycle	Number of facilities required to implement or upgrade in this reporting cycle	Total Number during this permit adequately implementing	Total Number during this permit required to implement or upgrade
<b>Restaurants</b>	<b>330</b>	<b>319</b>	<b>96.7%</b>	<b>11</b>	<b>330</b>	<b>319</b>	<b>96.7%</b>	<b>11</b>	<b>1150</b>	<b>87</b>
<b>Automotive Service Stations</b>	<b>173</b>	<b>164</b>	<b>94.8%</b>	<b>9</b>	<b>173</b>	<b>164</b>	<b>94.8%</b>	<b>9</b>	<b>718</b>	<b>72</b>
<b>RGO</b>	<b>23</b>	<b>22</b>	<b>95.7%</b>	<b>1</b>	<b>23</b>	<b>22</b>	<b>95.7%</b>	<b>1</b>	<b>77</b>	<b>6</b>
<b>Auto Dealerships</b>	<b>21</b>	<b>20</b>	<b>95.2%</b>	<b>1</b>	<b>21</b>	<b>20</b>	<b>95.2%</b>	<b>1</b>	<b>74</b>	<b>11</b>
<b>EPA Phase 1</b>	<b>108</b>	<b>105</b>	<b>97.2%</b>	<b>3</b>	<b>108</b>	<b>105</b>	<b>97.2%</b>	<b>3</b>	<b>333</b>	<b>25</b>
<b>SIUs</b>	<b>12</b>	<b>11</b>	<b>91.7%</b>	<b>1</b>	<b>12</b>	<b>11</b>	<b>91.7%</b>	<b>1</b>	<b>49</b>	<b>6</b>
<b>FC-Ws</b>	<b>51</b>	<b>50</b>	<b>98.0%</b>	<b>1</b>	<b>51</b>	<b>50</b>	<b>98.0%</b>	<b>1</b>	<b>182</b>	<b>11</b>

Comments/Explanation/Conclusion:

**Most facilities are inspected at a minimum of once per year. Storm Water BMPs and ID/IC status are evaluated during routine inspections. All facilities are assigned a priority based on their potential to adversely affect the storm water conveyance system and the sanitary sewer system. The database is updated on a daily basis.**

**4. Enforcement Activities**

Provide the reporting data as suggested in the following tables.

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Enforcement Actions by categories (e.g. Warning letter, NOV, referral to D.A., etc.)	Number of facilities issued enforcement actions in the current reporting year	Number of facilities issued enforcement actions in the current reporting cycle	Number of facilities (re)inspected due to enforcement actions in current reporting year	Number of facilities (re)inspected due to enforcement actions in current reporting cycle	Number of facilities brought into compliance in the current reporting year	Number of facilities brought into compliance in current reporting cycle	Total number of enforcement actions since permit adoption (by category)
<b>Level 0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>147</b>
<b>Level 1</b>	<b>59</b>	<b>59</b>	<b>59</b>	<b>59</b>	<b>59</b>	<b>59</b>	<b>286</b>
<b>Level 2</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>69</b>
<b>Level 3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>Level 4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Facilities by category	Number of Warning letters	Number of NOV's	Number of Referral	Number of Other
<b>Restaurants</b>	<b>11</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Automotive Service Stations</b>	<b>9</b>	<b>2</b>	<b>0</b>	<b>0</b>
<b>RGOs</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Auto Dealerships</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EPA Phase 1</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>SIUs</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FC-Ws</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other</b>	<b>32</b>	<b>1</b>	<b>0</b>	<b>0</b>

Comments/Explanation/Conclusion:

**The ISRCP's enforcement response plan is used for storm water related enforcement issues. Due to the ISRCP training, outreach, and education efforts, most facilities are brought into compliance at Level 1 or Level 2.**

5. Program Implementation Effectiveness Assessment

Please give a brief assessment of the implementation of the program in removing pollutants from the storm water discharges. Please provide an explanation. Suggested improvements or adjustments based on the knowledge gained through this reporting period activities must be reflected in a change in the SQMP, if warranted.

Highly Effective ☒

Somewhat Effective ☐

Non-effective ☐

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Comments/Explanation/Conclusion:

**The storm water training provided for City and Program staff has had a positive impact. Increasing staff awareness has led to an increase in public awareness by multiplying the venues for outreach and education. In addition, encompassing the Industrial/Commercial Facilities Program within the ISRCP program has facilitated the implementation in an effective and efficient manner.**

6. You must also submit a quarterly electronic submittal of your Industrial/Commercial Facilities Program activities. **(See Attachment #3 - Critical Source Inspections)**

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C. Development Planning Program (Part 4.D)

1. Does your agency have a process to minimize impacts from storm water and urban runoff on the biological integrity of natural drainage systems and water bodies in accordance with requirements under CEQA, Section 404 of the CWA, local ordinances, and other legal authorities? Yes ☒ No ☐  
Attach examples showing how storm water quality impacts were addressed in environmental documents for projects over the past year.
2. Does your agency have procedures to include the following requirements in all priority development and redevelopment projects:
  - a) Maximize the percentage of permeable surfaces to allow more percolation of storm water into the ground? Yes ☒ No ☐
  - b) Minimize the quantity of storm water directed to impermeable surfaces and the MS4? Yes ☒ No ☐
  - c) Minimize pollution emanating from parking lots through the use of appropriate treatment control BMPs and good housekeeping practices? Yes ☒ No ☐
  - d) Provide for appropriate permanent measures to reduce storm water pollutant loads from the development site? Yes ☒ No ☐
3. List the types and numbers of BMPs that your agency required for priority projects to meet the requirements described above.

**Clarifiers, Catch Basin Filters, Oil-Water Separators, Biofilters, Infiltration**

4. Describe the status of the development or implementation of peak flow controls in Natural Drainage Systems.

**Principal Permittee is lead on this item. Burbank's drainage system has been channelized.**

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5. Has your agency amended codes and/or ordinances to give legal effect to the SUSMP changes required in the Permit? Yes ☒ No ☐

6. Describe the process your agency uses to include SUSMP design standards in new development and redevelopment project approvals.

- |   |
|---|
| <p>1. <b>Development Review</b><br/> 2. <b>Correction in Plan Check</b><br/> 3. <b>Available SUSMP information on the City Web Site</b></p> |
|---|

7. How many of each of the following projects did your agency review and condition to meet SUSMP requirements last year?

- |   |          |
|---|----------|
| a) Residential  | <b>2</b> |
| b) Commercial   | <b>1</b> |
| c) Industrial   | <b>0</b> |
| d) Automotive Service Facilities  | <b>1</b> |
| e) Retail Gasoline Outlets  | <b>0</b> |
| f) Restaurants  | <b>0</b> |
| g) Parking Lots   | <b>0</b> |
| h) Projects located in or directly adjacent to or discharging directly to an environmentally sensitive area | <b>0</b> |
| i) Total number of permits issued to priority projects  | <b>4</b> |

8. What is the percentage of total development projects that were conditioned to meet SUSMP requirements? **19%**

9. How has your agency prepared to reduce the SUSMP threshold for industrial/commercial facilities to 1 acre from 100,000 square feet in 2003?

- |   |
|---|
| <p>1. <b>Development Review</b><br/> 2. <b>Correction in Plan Check</b><br/> 3. <b>Available SUSMP information on the City Web Site</b></p> |
|---|



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10. After 2003, how many additional projects per year will require/did require implementation of SUSMP requirements as a result of the lower threshold? **10%**
11. Does your agency participate in an approved regional or sub-regional storm water mitigation program to substitute in part or wholly SUSMP requirements for new development? Yes ☐ No ☒
12. Has your agency modified its planning procedures for preparing and reviewing CEQA documents to consider potential storm water quality impacts and provide for appropriate mitigation? Yes ☒ No ☐

If no, provide an explanation and an expected date of completion.

**Not applicable.**

13. Did your agency update any of the following General Plan elements in the past year?
- a) Land Use Yes ☐ No ☒
- b) Housing Yes ☐ No ☒
- c) Conservation Yes ☐ No ☒
- d) Open Space Yes ☐ No ☒

If yes, please describe how watershed and storm water quality and quantity management considerations were included.

**Not applicable.**

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14. How many targeted staff were trained last year? **17**
15. How many targeted staff are trained annually? **17**
16. What percentage of total staff are trained annually? **90%**
17. Has your agency developed and made available development planning guidelines? Yes ☒ No ☐
18. If no, what is the expected date that guidelines will be developed and available to developers? **N/A**
19. What is the status of completion of the technical manual for siting and design of BMPs for the development community?

**Completed.**

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D. Development Construction Program

1. Describe your agency's program to control runoff from construction activity at all construction sites within its jurisdiction.

1. **BMP certification for projects not requiring LSWPPP.**  
2. **Erosion Control Plans Specifying BMP's**  
3. **LSWPPP where required.**

2. Does your agency require the preparation, submittal, and implementation of a Local Storm Water Pollution Prevention Plan (Local SWPPP) prior to the issuance of a grading permit for all sites that meet one or all of the following criteria?

- a) Will result in soil disturbance of one acre or greater Yes ☒ No ☐
- b) Is within, directly adjacent to, or is discharging directly to an environmentally sensitive area Yes ☒ No ☐
- c) Is located in a hillside area Yes ☒ No ☐

3. Attach one example of a local SWPPP (**See Attachment 5 – Local SWPPP**)

4. Describe the process your agency uses to require proof of filing a Notice of Intent for coverage under the State General Construction Activity Storm Water permit and a certification that a SWPPP has been prepared prior to issuing a grading permit?

**City of Burbank requires a copy of SWPPP, Notice of Intent (NOI) and WDID prior to issuance of permit.**

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5. How many building/grading permits were issued to sites requiring Local SWPPPs last year? **4**
6. How many building/grading permits were issued to sites requiring coverage under the General Construction Activities Storm Water Permit last year? **5**
7. How many building/grading permits were issued to construction site less than one acre in size last year? **1526**
8. How many construction sites were inspected during the last wet season? **7301**
9. Complete the table below.

<b>Type of Violation</b>	<b># of Violations</b>	<b>% of Total Inspections</b>	<b># of Follow-up Inspections</b>	<b># of Enforcement Actions</b>
Off-site discharge of sediment	<b>8</b>	<b>&lt;1%</b>	<b>8</b>	<b>8 Verbal</b>
Off-site discharge of other pollutants	<b>0</b>	<b>&lt;1%</b>	<b>N/A</b>	<b>N/A</b>
No or inadequate SWPPP	<b>0</b>	<b>&lt;1%</b>	<b>N/A</b>	<b>N/A</b>
Inadequate BMP/SWPPP implementation	<b>7</b>	<b>&lt;1%</b>	<b>7</b>	<b>7 Verbal</b>

10. Describe the process for taking enforcement actions against construction site violations, including the types of actions that are taken.

**Contractor is verbally warned, then cited for inadequate BMPs if violations continue. Inspections are then stopped until violations are corrected. Additional action is not usually required once work is stopped.**

11. Describe the system that your agency uses to track the issuance of grading permits.

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**The City of Burbank uses ePALS (Edgesoft ELMS) permitting software and Oracle database. Software allows reporting by permit condition which includes SUSMP requirements.**

**E. Public Agency Activities (Part 4.F)**

**1. Sewage System Maintenance, Overflow, and Spill Prevention**  
 (only applicable to agencies that own and/or operate a sanitary sewer system)

- a) Has your agency developed and implemented a response plan for sanitary sewer overflows that includes the requirements in Order 01-182? Yes ☒ No ☐
- b) How many sanitary sewer overflows occurred within your jurisdiction? **9**
- c) How many did your agency respond to? **9**
- d) Did your agency investigate all complaints received? Yes ☒ No ☐
- e) How many complaints were received? **70**
- f) Upon notification, did your agency immediately respond to overflows by containment? Yes ☒ No ☐
- g) Did your agency notify appropriate sewer and public health agencies when a sewer overflowed to the MS4? Yes ☒ No ☐
- h) Did your agency implement a program to prevent sewage spills or leaks from sewage facilities from entering the MS4? Yes ☒ No ☐

If so, describe the program:

**The Sanitary Sewer Overflow Response Plan calls for the containment of sewage spills by blocking MS4 inlets to prevent sewage from entering the system, placing sandbags, containment booms or other material to route spills into nearby sanitary sewer manholes, and using bypass pumps to divert flow from spill area to minimize spill size.**

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- i) Did your agency implement a program to identify, repair, and remediate sanitary sewer blockages, exfiltration, overflow, and wet weather overflows from sanitary sewers to the MS4?

Yes ☒ No ☐

If so, describe the program:

**The program contains the following elements:**

- **Sewer Master Plan and CCTV of sewers**
  - **A pretreatment program to reduce the quantity of grease (a leading source of blockage) discharged into the sewer system**
  - **An Illicit Discharge/ Illicit Connection Inspection program to eliminate sanitary sewage from being discharged into the MS4.**
- Compliance with the Statewide General WDR-SSO Permit and the preparation of the Sewer System Management Plan.**

2. Public Construction Activities Management

- a) What percentage of public construction sites 5 acres or greater in size did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit ?

**100** %

- b) Give an explanation for any sites greater than 5 acres that were not covered:

**Not applicable.**

- c) What is the total number of active public construction sites?  
How many were 5 acres or greater in size?

**238**  
**0**

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- d) (After March, 2003) Did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit coverage for public construction sites for sites one acre or greater? Yes ☒ No ☐

3. Vehicle Maintenance/Material Storage Facilities/Corporation Yards Management

- a) Did your agency implement pollution prevention plans for each public vehicle maintenance facility, material storage facility, and corporation yard? Yes ☒ No ☐

**The City conducts vehicle maintenance/materials storage/yard management at the following sites only:**

**Public Works Yard**

**Burbank Water and Power**

**Burbank Reclamation Plant**

**The City operates these locations under individual site specific NPDES permits for storm water.**

- b) Briefly describe how your agency implements the following, and any additional, BMPs to minimize pollutant discharges in storm water:
- (1) Good housekeeping practices
  - (2) Material storage control
  - (3) Vehicle leaks and spill control
  - (4) Illicit discharge control

**The City operates its maintenance/materials storage facilities under individual site specific NPDES permits for storm water.**

- c) Are all Permittee owned and/or operated vehicle/equipment wash areas self-contained, covered, equipped with a clarifier, and properly connected to the sanitary sewer? Yes ☒ No ☐  
If not, what is the status of implementing this requirement?

**Not applicable.**

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- d) How many Permittee owned and/or operated vehicle/equipment wash areas are scheduled to be redeveloped to include the BMPs listed above? **Not applicable.**

4. Landscape and Recreational Facilities Management

- a) Has your agency developed a standardized protocol for the routine and non-routine application of pesticides, herbicides (including pre-emergents), and fertilizers?

Yes ☒ No ☐

Briefly describe this protocol:

**Application of any of the above-mentioned products is utilized on an as needed basis, which is noted through field inspections and observations.**

**Fertilizers are typically applied to turf areas on an average of twice yearly (or as needed).**

- b) How does your agency ensure that there is no application of pesticides or fertilizers immediately before, during, or immediately after a rain event or when water is flowing off the area to be applied?

**The Field Managers closely monitor the weather forecasts and conditions throughout the year. They will not schedule an application during forecasted inclement weather and applications scheduled during unexpected inclement weather will be rescheduled. In addition, all chemicals are utilized under the supervision of a licensed Pest Control Advisor.**

- c) Are any banned pesticides, herbicides, fungicides, or rodenticides stored or applied in your agency's jurisdiction that you know of?

Yes ☐ No ☒

If so, list them:

--



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- d) What percentage of your agency's staff that apply pesticides are certified by the California Department of Food and Agriculture, or are under the direct supervision of a certified pesticide applicator? **100%**
- e) Describe procedures your agency has implemented to encourage retention and planting of native vegetation and to reduce water, fertilizer, and pesticide needs:

**When appropriate, native vegetation is planted and encouraged at some of our facilities such as Stough Canyon Nature Center and Wildwood Canyon Park. The rest of the park facilities are urbanized and do not lend themselves to this type of landscape.**

5. Storm Drain Operation and Management

- a) Did your agency designate catch basin inlets within its jurisdiction as Priority A; Priority B; and Priority C? Yes ☒ No ☐
- b) How many of each designation exist in your jurisdiction?
- |             |            |
|-------------|------------|
| Priority A: | <b>0</b>   |
| Priority B: | <b>0</b>   |
| Priority C: | <b>413</b> |
- c) Is your city subject to a trash TMDL? Yes ☒ No ☐
- d) If yes, describe the activities and/or implementation measures that your agency conducted pursuant to the TMDL and any other trash reduction efforts that occurred.

**250 full capture trash excluders and curb screens were installed in City owned catch basins in 2008-09. This achieved approx. 60% compliance of the trash TMDL target of zero trash, well within the compliance schedule. Full capture trash excluders and curb screens will be installed in the rest of the City owned catch basins in the coming months to achieve 100% compliance. An aggressive street sweeping schedule has been adopted cleaning every street at least once per week. Certain areas of high commercial traffic receive regular intensive cleaning from a specialized cleaning crew.**

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- e) How many times were all Priority A basins cleaned last year? **All of the City owned catch basins are considered priority C.** **1**
- f) How many times were all Priority B basins cleaned last year? **1**
- g) How many times were all Priority C basins cleaned last year? **1**
- h) How much total waste was collected in tons from catch basin clean-outs last year? **7.4**
- i) Attach a record of all catch basins in your jurisdiction. This shall identify each basin as City or County owned, and Priority A, B, or C. For all basins that are owned and operated by your agency, include dates that each was cleaned out over the past year. **(See Attachment 6 – Burbank Catch Basins)**
- j) Did your agency place and maintain trash receptacles at all transit stops within its jurisdiction. Yes ☒ No ☐
- k) How many new trash receptacles were installed last year? **0**
- l) Did your agency place special conditions for events that generated substantial quantities of trash and litter including provisions that:
- (1) Provide for the proper management of trash and litter generated from the event? Yes ☒ No ☐
  - (2) Arrange for temporary screens to be placed on catch basins? Yes ☒ No ☐
  - (3) Or for catch basins in that area to be cleaned out subsequent to the event and prior to any rain? Yes ☒ No ☐
- m) Did your agency inspect the legibility of the catch basin stencil or labels? Yes ☒ No ☐  
What percentage of stencils were legible? **100%**

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- n) Were illegible stencils recorded and re-stenciled or re-labeled within 180 days of inspection? Yes ☒ No ☐
- o) Did your agency visually monitor Permittee-owned open channel storm drains and other drainage structures for debris at least annually and identify and prioritize problem areas of illicit discharge for regular inspection? Yes ☒ No ☐  
Is the prioritization attached? Yes ☐ No ☒
- p) Did your agency review its maintenance activities to assure that appropriate storm water BMPs are being utilized to protect water quality? Yes ☒ No ☐  
What changes have been made?

**250 catch basin inserts and /or screens were installed.**

- q) Did your agency remove trash and debris from open channel storm drains a minimum of once per year before the storm season? Yes ☒ No ☐
- r) How did your agency minimize the discharge of contaminants during MS4 maintenance and clean outs?

**Materials were removed with a Vactor truck instead of sending it into the MS4.**

- s) Where is removed material disposed of?

**Solids are sent to the Burbank Landfill.**

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6. Streets and Roads Maintenance

- a) Did your agency designate streets and/or street segments within its jurisdiction as one of the following:
- (1) Priority A – streets and/or street segments that are designated as consistently generating the highest volumes of trash and/or litter? Yes ☒ No ☐
  - (2) Priority B - streets and/or street segments that are designated as consistently generating moderate volumes of trash and/or litter? Yes ☒ No ☐
  - (3) Priority C – streets and/or street segments that are designated as generating low volumes of trash and/or litter? Yes ☒ No ☐
- b) Did your agency perform all street sweeping in compliance with the permit and according to the following schedule:
- (1) Priority A – These streets and/or street segments shall be swept at least two times per month? Yes ☒ No ☐
  - (2) Priority B - Each Permittee shall ensure that each streets and/or street segments is cleaned at least once per month? Yes ☒ No ☐
  - (3) Priority C – These streets and/or street segments shall be cleaned as necessary but in no case less than once per year? Yes ☒ No ☐

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- c) Did your agency require that saw cutting wastes be recovered and disposed of properly and that in no case shall waste be left on a roadway or allowed to enter the storm drain? Yes ☒ No ☐
- d) Did your agency require that concrete and other street and road maintenance materials and wastes be managed to prevent pollutant discharges? Yes ☒ No ☐
- e) Did your agency require that the washout of concrete trucks and chutes only occur in designated areas and never into storm drains, open ditches, streets, or catch basins leading to the storm drain system? Yes ☒ No ☐
- f) Did your agency train its employees in targeted positions (whose interactions, jobs, and activities affect storm water quality) regarding the requirements of the storm water management program to:
- (1) Promote a clear understanding of the potential for maintenance activities to pollute storm water? and Yes ☒ No ☐
- (2) Identify and select appropriate BMPs? Yes ☒ No ☐

**7. Parking Facilities Management**

- a) Did your agency ensure that Permittee-owned parking lots be kept clear of debris and excessive oil buildup and cleaned no less than 2 times per month and/or inspected no less than 2 times per month to determine if cleaning is necessary. Yes ☒ No ☐
- b) Were any Permittee-owned parking lots cleaned less than once a month? Yes ☐ No ☒  
How many? N/A

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8. Public Industrial Activities Management

- a) Did your agency, for all municipal activity considered an industrial activity under USEPA Phase I storm water regulations, obtain separate coverage under the State of California General Industrial Activities Storm Water Discharge Permit no later than December 31, 2001? Yes ☒ No ☐
- b) Does your agency serve a population of less than 100,000 people? Yes ☐ No ☒

9. Emergency Procedures

- a) In case of real emergencies, did your agency repair essential public services and infrastructure in a manner to minimize environmental damage? Yes ☒ No ☐
- b) Were BMPs implemented to the extent that measures did not compromise public health and safety? Yes ☒ No ☐

10. Feasibility Study

- a) Did your agency cooperate with the County Sanitation Districts of Los Angeles County to prepare a study which investigates the possible diversion of dry weather flows or the use of alternative treatment control BMPs? Yes ☒ No ☐
- b) Did your agency review its individual prioritized list and create a watershed based priority list of drains for potential diversion and submit a listing of priority diversions to the Regional Board Executive Officer? Yes ☒ No ☐

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**F. Illicit Connections and Illicit Discharges (IC/ID) Elimination Program (Part 4.G)**

1. Attach a copy of your agency's IC/ID Elimination Implementation Program (Part 4.G.1.a.). (**See Attachment 7 – ICID Elimination Program**)
2. Attach a map of your storm drain system showing all permitted connections (if available), and the locations of all illicit connections and discharges that occurred last year (Part 4.G.1.b). If your agency has not completed this requirement, describe the status of the development of a baseline map, including an expected completion date.

**See Attachment 8 – ICID Map**

3. Describe your enforcement procedures for eliminating illicit discharges and terminating illicit connections.

**See Attachments 9 & 10 – Enforcement Response Plan.**

4. Describe your record keeping system to document all illicit connections and discharges.

**Record keeping tasks include maintaining ISRCP database and an Illicit Storm Water Program Database. The database contains updated information pertaining to all complaint forms, enforcement actions, illicit connections and discharges detected within the City of Burbank's jurisdiction. The database tracks all illicit connections and discharges according to the following minimum information:**

- **Date and Time**
- **Location and/or address**
- **Evidence of illicit discharge**
- **Type of connection (if any)**
- **Action taken**

**Date incident was resolved**

5. What is the total length of open channel that your agency owns and operates? **12,300 ft**
6. What length was screened last year for illicit connections? **12,300 ft**
7. What is the total length of closed storm drain that your agency owns and operates? **84,480 ft**
8. What length was screened last year for illicit connections? **0 ft**
9. Describe the method used to screen your storm drains.

**Direct visual and video inspection**

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10. Provide the reporting data for illicit connections as suggested in the following table (you may submit a spreadsheet from your database that contains the information).

Year	Total # reported/ identified	Total # investigated	# that conveyed exempt discharges or NPDES permitted	# that conveyed illicit discharges that were terminated	# that were removed	# that resulted in enforcement action	# that resulted in <i>other</i> actions
01/02	4	4	0	2	2	3	0
02/03	5	5	0	3	2	5	0
03/04	6	6	0	5	4	6	0
04/05	2	2	0	2	2	2	1
05/06	0	0	1	0	0	0	0
06/07	4	4	0	4	4	0	0
07/08	2	3	1	1	1	0	0
08/09	1	1	0	1	1	0	0

11. Explain any *other* actions that occurred in the last year. **Not applicable.**

12. What is the average time it takes your agency to initiate an illicit connection investigation after it is reported?

**15 min.**

- a) Were all identified connections terminated within 180 days?

Yes ☒ No ☐

- b) If not, explain why.

**Not applicable.**



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13. Provide the reporting data for illicit discharges as suggested in the following table (you may submit a spreadsheet from your database that contains this information).

Year	Total # reported	Total # that were discontinued/ cleaned up voluntarily through enforcement and the source was identified	# that were cleaned up but the source could not be identified	# that resulted in no evidence of discharge	# that were determined to be conditionally exempt	# that were exempt or in compliance and the source identified	# that resulted in enforcement action
01/02	93	79	1	6	5	2	43
02/03	356	354	0	0	0	0	69
03/04	362	259	2	73	17	17	36
04/05	411	292	5	15	0	0	17
05/06	402	287	18	26	1	1	97
06/07	388	266	9	38	15	0	60
07/08	295	187	4	23	3	4	74
08/09	196	192	4	19	3	0	60

14. What is the average response time after an illicit discharge is reported?

**15 min.**

a) Did any response times exceed 72 hours? Yes ☐ No ☒

b) If yes, explain why.

Not applicable.

15. Describe your agency's spill response procedures.

Please see Attachment 11 - Spill Response Procedures Flow Chart and page 5 of the City of Burbank, Illicit Storm Water Program.

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16. What would you do differently to improve your agency's IC/ID Elimination Program?

**Burbank's IC/ID is highly successful, and no changes are recommended at this time.**

17. Attach a list of all permitted connections to your storm sewer system. . **No new City storm drain connections were permitted this year.**

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**V. Monitoring**

Briefly describe any storm water monitoring activities that are not required by Order No. 01-182 that your municipality conducted, participated in, or received funding to conduct in the past fiscal year. These activities should correspond with the dollar amount you listed in Table 2.

**The City of Burbank continues to maintain and monitor 250 catch basin inserts and/or curb screens (installation cost is approx. \$200,000) that were installed in City catch basins. The cost of maintenance and monitoring is estimated to be \$20,043 per year. In conjunction with the NPDES permit for the Burbank Water Reclamation Plant, the City conducts monitoring at two points in the Burbank Western Flood Control Channel.**

**VI. Assessment of Program Effectiveness (See Attachment 12 – Program Effectiveness)**

- A. Attach a summary of the effectiveness of your storm water management program. This summary should include, at a minimum, the following:
1. An assessment of your agency's compliance with permit requirements, based on your responses to the questions in this form;
  2. Descriptions of any evaluation methods that your agency uses to determine the effectiveness of your storm water management program;
  3. A summary of the strengths and weaknesses of your agency's storm water management program;
  4. A list of specific program highlights and accomplishments;
  5. A description of water quality improvements or degradation in your watershed over the past fiscal year;
  6. Interagency coordination between cities to improve the storm water management program;
  7. Future plans to improve your agency's storm water management program; and
  8. Suggestions to improve the effectiveness of your program or the County model programs.
- B. On a scale of 1 to 10 (10 being full implementation of requirements by their deadlines), rate your municipality's level of compliance with Order No. 01-182.
- C. List any suggestions your agency has for improving program reporting and assessment.